

## **Regulation on Board membership grants**

## **Imprint**

**Our reference**

**Date 14 June 2023**

**Author DMCS - Legal Affairs**

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*For your information*

The Students' Charter of Avans University of Applied Sciences lays down the rights and obligations of students enrolled at Avans University of Applied Sciences.

This Regulation on Board membership grants is part of the Students' Charter.

## Introduction

In recent years, the emphasis on student participation in institutional governance has increased, partly as a result of social developments and changes to legislation. Student participation can take many forms, but usually involves governance activities, such as sitting on the board of a student organisation or being a member of a participatory body. Avans University of Applied Sciences also has student societies whose boards are completely made up of students.

To help facilitate student participation in governance activities, Avans University of Applied Sciences has formulated the following aims and objectives:

- To create conditions that encourage students to participate in governance activities;
- To determine the nature of governance activities that are eligible for compensation, and their coordination, as well as the nature and scope of the compensation.

The following activities are eligible for facilitation:

- Activities for a student organisation recognised by Avans University of Applied Sciences.  
This applies to being a board member of a recognised student society or study society with full legal authority. Facilitation of these activities is laid down in this Regulation on Board membership Grants.
- Activities involving student representation in participatory bodies at Avans University of Applied Sciences.  
This applies to the role of chair or member in a staff-student consultative body or study programme committee at Avans Hogeschool. The kind of facilitation available for these activities is laid down in the Staff-Student Participation Regulations of Avans University of Applied Sciences.

Students who experience a study delay on account of their activities in student governance may also apply to the Fund for Financial Support of Students 'Profileringfonds' Scheme instead of requesting a grant under the above-mentioned scheme, if they meet the conditions laid down in the regulations of the 'Profileringfonds'.

## Section 1 General provisions

### Article 1. Definitions

In this Regulation, the following terms have the following meanings:

**Application:** A request submitted by the student organisation to the FOS Committee for allocation of a student board membership grant.

**Applicant:** The student organisation that submits a request for the allocation of a grant under this Regulation for student governance activities.

**School:** The organisational unit (business unit) within Avans University of Applied Sciences that provides teaching for one or several study programmes.

**Final degree requirement:** A final examination as referred to in Article 7.10(2), WHW.

**Avans University of Applied Sciences/Avans Hogeschool:** The institution (university of applied sciences) that originates from and is maintained by the Stichting Avans.

**Student governance activities:** The governance activities that a student undertakes as a member of a governance or academic body at Avans University of Applied Sciences, or as a member of a student organisation, designated or recognised as such by Avans University of Applied Sciences.

**Board membership grant:** The financial support that students of Avans University of Applied Sciences can receive for their board activities, as set out in this Regulation.

**Executive Board:** The board of Avans University of Applied Sciences, which is also the board of the Avans Foundation.

**Student Financial Support Committee/FOS Committee:** The committee established by the Executive Board that is responsible for implementation of the Fund for Financial Support of Students 'Profileringfondsen' Scheme, the Hardship Fund Scheme and the Regulation on Board membership grants. Also referred to as the FOS Committee.

**Service unit:** An organisational unit (business unit) within Avans University of Applied Sciences that provides support services.

**EER:** Education and Examination Regulations.

**Study programme:** A study programme as referred to in Article 7.3, WHW.

**Admissibility of the application:** The processing of the substance of the application, if the application has been submitted in full (containing all the necessary information) and on time (in accordance with the deadlines set down in this Regulation).

**Student** A person who is enrolled as a student at Avans University of Applied Sciences, as referred to in Article 7.32 to 7.34, WHW. Wherever 'they' is used, it should be understood as 'he or she'.

**Student organisation:** Student societies and study societies with full legal authority that satisfy the conditions of this Regulation and have been recognised as such by Avans University of Applied Sciences.

**Academic year:** The time period starting on 1 September and ending on 31 August of the following year.

**WHW (HIGHER EDUCATION AND ACADEMIC RESEARCH ACT)** Higher Education and Research Act of the Netherlands.

## **Article 2. Scope**

1. This Regulation applies to students enrolled in a full-time, part-time or dual track programme at Avans University of Applied Sciences.
2. Students who, at their request, are granted an allowance for a board activity under this Regulation waive their right to apply for financial support as referred to in the Fund for Financial Support of Students 'Profileringsfonds' Scheme.

## **Section 2 Student Financial Support Committee**

### **Article 3. Duties and composition**

1. The Student Financial Support Committee is established by the Executive Board and charged with the implementation of the Regulation on Board membership grants. The members of the Student Financial Support Committee are appointed by the Executive Board.
2. The Student Financial Support Committee can be contacted at the following address:  
Avans University of Applied Sciences  
Marketing, Communication and Student Relations Unit  
Attn: Secretary of the Student Financial Support Committee  
PO Box 90.116  
4800 RA Breda  
Email: [bestuursbeurzen@avans.nl](mailto:bestuursbeurzen@avans.nl)

### **Article 4. Duties and powers**

1. The FOS Committee is responsible for taking decisions in relation to the applications and requests as described in this Regulation.
2. In connection with the performance of its duties, the Student Financial Support Committee is authorised:
  - a. to establish further directives with which an application/request for financial support must comply;
  - b. to obtain more detailed information relating to an application/request from the student organisation or the school;
  - c. to carry out all verification actions necessary for the purposes of assessing an application correctly.
3. The FOS Committee will take a decision on the application no later than six weeks after the application is submitted, unless the application is incomplete or further verification is required.

### **Article 5. Reporting**

The FOS Committee maintains an anonymous register on the nature and extent of the applications handled by the Committee for the Executive Board, which is updated annually.

## **Article 6. Confidentiality**

The members of the FOS Committee are obliged to maintain confidentiality with regard to all information they receive in their capacity as committee members, in order to protect the personal privacy of the student who has requested a student governance grant.

## **Section 3 Granting conditions for student organisations**

### **Article 7. Granting conditions for student organisations**

1. Student organisations must comply with the following conditions:
  - a. the student organisation is an association or foundation that has full legal authority;
  - b. the student organisation must be formally registered in the Chamber of Commerce (KvK), the sitting board members must be registered and the articles of association must be deposited with the KvK;
  - c. the student organisation targets the student community in the regions where Avans University of Applied Sciences is based, as set down in the articles of association;
  - d. The student organisation has a statutory goal and demonstrably carries out activities that focus on a target group broader than students in one or a few study programmes, which activities fall within the aims and objectives of Avans Hogeschool;
  - e. The student organisation is accessible to any student enrolled in one of the study programmes at Avans Hogeschool, and a substantial proportion of members are drawn from different study programmes at Avans Hogeschool.
2. The following applies to study societies, in derogation from paragraphs 1(d) and (e):
  - a. the study society targets one or a few specific study programme(s);
  - b. the study society is only accessible to students in the targeted study programme(s);
  - c. the study society has a working relationship with one or more schools or study programmes at Avans Hogeschool.
3. Student organisations are obliged to report any substantial changes to the information supplied to the FOS Committee at [bestuursbeurzen@avans.nl](mailto:bestuursbeurzen@avans.nl). Substantial changes are such changes as affect the requirements of this Regulation.

## **Section 4 Student board activities**

### **Article 8. Board activities:**

1. The following student board activities are eligible for award of a grant:
  - a. Activities on behalf of a student organisation affiliated with Avans University of Applied Sciences, i.e. being a member of the board of a study society or

- student society that maintains a working relationship with one or more schools or study programmes at Avans Hogeschool.
- b. Activities on behalf of a student organisation designated or recognised as such by Avans University of Applied Sciences:
    - i. being a member of the board of a student sport association located in one or more of the cities where Avans is based (Breda, 's-Hertogenbosch, Roosendaal or Tilburg);
    - ii. being a member of one of the umbrella organisations for student sport that also targets students at Avans Hogeschool and is located in one of the cities where Avans is based (Breda, 's-Hertogenbosch, Roosendaal or Tilburg);
    - iii. being a member of the board of a student theatre association located in one or more of the cities where Avans is based (Breda, 's-Hertogenbosch, Roosendaal or Tilburg);
    - iv. being a member of the board of a student council located in one or more of the cities where Avans is based (Breda, 's-Hertogenbosch, Roosendaal or Tilburg);
    - v. being a member of any other student organisation that has been designated and recognised as such by Avans Hogeschool.
  - c. Activities that arise from statutory provisions, i.e.:
    - i. membership of the Avans Joint Consultative Council (AJCC);
    - ii. membership of a school consultative council (SCC);
    - iii. membership of a study programme committee;
    - iv. membership of the Examination Appeals Board or the Disputes Advisory Committee.
  - d. Activities relating to the institution or student services, i.e.: activities performed at the request of the competent authorities of Avans University of Applied Sciences pertaining to the institution and/or student services, e.g. in the framework of educational support, publishing information, recruitment or Introduction Days).
2. The allowance for student board activities, as referred to in Article 8(1)(a) and (b), the student governance grant, is elaborated in Article 12.
  3. For student governance activities within the meaning of Article 8(1)(c) and (d), see the applicable financial allowances listed in the separate Regulations, such as the Avans Joint Consultative Council Regulations and the 'promo' Regulation (visit [StudentSupport](#)).
  4. Students in full-time and dual track programmes who experience study delays as a result of student board activities, may be eligible for financial support through the 'Profileringfondsen'. However, students who received a board membership grant during the course of their studies and experience any further study delay due to board activities are held to have waived any grant from the 'Profileringfondsen'. The procedures and conditions for financial support are outlined in the Avans Hogeschool 'Profileringfondsen' Scheme.

## Section 5 Conditions for board membership grants

### Article 9. Conditions for board membership grants

1. A student will be considered eligible for a board membership grant if they are enrolled in Avans University of Applied Sciences as a full-time, part-time or dual track student during the period that they are active in student governance.
2. The student must be registered at the Chamber of Commerce as a member of the board of this student organisation as of **1 October** of the academic year for which the board membership grant is requested.
3. The student waives all claims to financial support as set down in the 'Profileringsfonds' Scheme on account of the special circumstances under which they were awarded a board membership grant.
4. The student will receive no remuneration or other form of compensation for the governance role from the respective student organisation or in any other way.
5. The student and the board of the respective student organisation must satisfy the procedural requirements of this Regulation.

### Article 10. Additional provisions concerning the board membership grant

In the context of entitlement to a board membership grant, the following further provisions apply:

1. Acquiring a board membership grant must not be linked to continuing or not continuing to receive student financial aid. Furthermore, acquiring a board membership grant must not be linked to obtaining ECTS credits.
2. A board membership grant shall be awarded to a student no more than twice in the total period during which the student is enrolled at Avans Hogeschool. The board membership grant awarded is under or equal to the maximum amount referred to in Article 12(1) per academic year.
3. The board membership grant is strictly personal and is intended as a financial contribution to the student who receives the grant. If the amount of the board membership grant is used for the activities of the student organisation, that portion of the grant must be repaid to the student.

### Article 11. Reporting and accounting for the board membership grant

1. The board of the student organisation is responsible for submitting an annual report to account for the extent to which the aims and objectives as referred to in Article 15(3)(c) have been achieved **no later 1 July of the respective academic year**.
2. In order to prove that the respective board member actually and adequately performed the governance activities, as well as to prove that the respective board member did not receive any other kind of compensation from the relevant student organisation, the annual report will be accompanied by a declaration from each board member and signed by the chair of the board, or if it concerns the activities of the chair, signed by the secretary.
3. Accounting in the form of an annual report must be submitted by the student organisation to the FOS Committee and sent to [bestuursbeurzen@avans.nl](mailto:bestuursbeurzen@avans.nl).
4. Such accounting by means of the annual report can affect the assessment of applications for board membership grants in subsequent years of study.

## **Section 6 Amount and payment of board membership grants**

### **Article 12. Amount and payment of board membership grants**

1. A maximum amount of € 4,000 is available per student organisation per academic year for board membership grants. A maximum amount of € 1,000 may be awarded per board member per academic year. The amounts given in this paragraph may be adjusted by a decision of the Executive Board.
2. The available amount mentioned in paragraph 1 will be proportionally distributed among the board members of the student organisation, unless the board of the student organisation decides that the amount should be distributed differently. In the latter case, the desired distribution must be forwarded to the FOS Committee, signed by the full membership of the board of the student organisation.
3. Following a positive decision by the FOS Committee on the application, the board membership grant will be allocated, registered in the name of the individual student and paid out to that student. A board membership grant must be repaid if it subsequently becomes apparent that the student was not in fact entitled to receive the grant.
4. When the board membership grants have been allocated, the student organisation will be sent an Agreement for Allocation of a Board membership Grant for each student award. Each individual agreement must then be signed by the individual students. The student organisation must then return the signed agreements to the FOS Committee as promptly as possible via [bestuursbeurzen@avans.nl](mailto:bestuursbeurzen@avans.nl). *Note: do not send the signed agreements individually.*
5. After the FOS Committee receives the Agreement for Allocation of a Board membership Grant, it will forward these to the Finance & Student Administration Unit (DFS), which is then responsible for further processing and payment to the student.

## **Section 7 Compensation in the form of credits**

### **Article 13. Compensation in the form of credits**

1. Compensation in the form of ECTS credits is only possible if the EER of the student's programme allows the flexibility for this. If the EER of the programme does not allow this flexibility, it is not possible to offer compensation in the form of ECTS credits.
2. The EER of programmes that do award ECTS credits determines the number of credits that a student can obtain for board membership activities. In addition, the EER also specifies the programme units or parts thereof for which these ECTS credits can be obtained.
3. If a student opts for compensation in the form of ECTS credits, including for electives, the student waives the right to apply for compensation in the form of a grant.

## Section 8 Grant for student organisations' incidental expenses

### Article 14 Contributions to student organisations' incidental expenses

1. Student organisations are also eligible, in addition to applications for the board membership grant, to submit a substantiated application for financial support for incidental expenses. These might include the costs of printing and photocopying, coffee/tea and telephone charges.
2. A substantiated application as referred to in this article may only be submitted by student organisations that do not receive member contributions or any monetary contributions from the school and/or study programme. The maximum amount that can be allocated is € 200 per student organisation per academic year.
3. The Executive Board approves a budget for the contribution to student organisations' incidental expenses. This budget is separate from the budget for board membership grants. The amount of the budget for contributions to student organisations' incidental expenses may be modified by a decision of the Executive Board.

## Section 9 Applications for board membership grants

### Article 15. Applications for board membership grants

1. The student organisation applies for board membership grants for its board members for each academic year based on the executive roles of the student organisation, the number of hours estimated by the student organisation for performing the executive duties, and the student organisation's ensuing responsibility internally for arriving at an appropriate distribution of grant money.
2. The student organisation must indicate in its application which individual board members are covered by the application. In addition, the student organisation must indicate, in accordance with Article 12(2) of this Regulation, how the board membership grants will be distributed among the individual board members.
3. The board of the student organisation must submit its application to the FOS Committee before **1 October of the respective academic year** using the current application form, which may be found at [StudentSupport](#) and has been included in this Regulation as Appendix 1. The following must be included with the application form:
  - a. A copy of the most recent articles of association executed by a civil-law notary. This must be included if the student organisation is applying for a board membership grant for the first time. In the event of any subsequent application, this only needs to be included if there has been a change to the said articles of association.
  - b. An extract from the Chamber of Commerce. This must demonstrate that all board members for whom an application is being submitted were registered as board members on **1 October of the respective academic year**;
  - c. A description of the aims and objectives of the student organisation's board for the relevant academic year;

- d. An activities plan with budget for the respective academic year;
  - e. A declaration prepared by the board stating the way in which the allocated board membership grant will be distributed among the students/board members.
- 4. If the application is incomplete, the FOS Committee will give the board of the student organisation the opportunity to submit the missing documents by a specified deadline. If these documents are not submitted by the deadline, the application will be declared inadmissible.

## **Article 16. Processing of and decision on the application**

- 1. The FOS Committee will decide on the application within 6 working weeks of **the latest submission date of 1 October of the respective academic year**, unless the application requires further verification. If the student organisation is requested to submit missing documents, this deadline will be extended until the application is complete.
- 2. A decision will entail one of the following:
  - a. recognition that the governance activity is eligible for compensation in the form a board membership grant;
  - b. a substantiated rejection of the application;
  - c. a declaration that the application is inadmissible because the application is incomplete or because the supplementary documents were not submitted or insufficiently submitted by the deadline set for this purpose.
- 3. The application for the academic year will be rejected if there was any violation of the Avans University of Applied Sciences Code of Conduct on the part of the student organisation or its board during the preceding academic year.
- 4. Such a decision will be communicated to the student organisation in writing, stating the reasons, with notification of the possibility and the deadline for submitting a substantiated objection in writing to the Disputes Advisory Committee.

## **Section 10 Training**

### **Article 17. Training**

- 1. All students who receive a board membership grant are strongly advised to participate in the training programme offered to students actively involved in student governance by Avans University of Applied Sciences. The training programme consists of three half-day sessions spread out over the academic year. A guide that provides an indication of the content of the training programme may be found on StudentSupport. The current training programme and all information relating to enrolment will be communicated to students who have been awarded a grant.
- 2. The content of the training programme offered to students involved in student governance by Avans University of Applied Sciences is coordinated with the umbrella organisation K.V. Questrum and/or the student member of the AJCC with the portfolio for student organisations.

3. The training programme is reviewed on an annual basis. The results of the review and any changes to the training programme will be made available to the Avans Joint Consultative Council each year.

## **Section 11 Final provisions**

### **Article 18. Certificate**

Students who have participated in board membership activities during the course of their studies and who have received an board membership grant will receive a certificate outlining the nature and period of the activities. Students must submit an application to the board of their school using the form included in Appendix 2. Once approved, the programme will add the certificate to the respective student's diploma documents. The format for the certificate is included in Appendix 3.

### **Article 19. Hardship clause**

In exceptional circumstances, at the discretion of the FOS Committee, derogation from the provisions of this Regulation in favour of the student is permitted, if strict application of these regulations would lead to excessive unfairness.

### **Article 20. Complaints and objections**

Objections may be brought against the FOS Committee's decisions under these regulations by the student and submitted in writing with supporting reasons within six weeks of the decision being announced.

The notice of objection should be addressed to the secretary of the Disputes Advisory Committee,

PO Box 90.116, 4800 RA Breda, or by email to [gac@avans.nl](mailto:gac@avans.nl), with due regard for the procedure as laid down in the Student Appeals Procedure of Avans University of Applied Sciences, which may be found at [StudentSupport](#).

### **Article 21. Unforeseen circumstances**

In all cases not covered by this Regulation, and in the event of a difference in interpretation of one or more provisions of this Regulation, the decision lies with the Student Financial Support Committee.

### **Article 22. Entry into effect, temporary provisions and official title**

1. The Regulation on Board membership grants has been established by the Executive Board, and is reviewed on an annual basis in the month of April. The review is conducted by the Marketing, Communication and Student Relations Unit (DMCS). DMCS will engage the organisation K.V. Questrum in the review.
2. This Regulation was updated in 2023 and enters into effect on 1 September 2023, thereby replacing the previous versions of the Framework Regulations for Students Participating in Administrative Activities.

3. This Regulation should be cited as the Regulation on Board membership grants.

## Appendix 1 Application form for board membership grants

[name of student organisation]  
[name of the chair / applicant]  
[email address/addresses of the student organisation]

Avans University of Applied Sciences  
Student Financial Support Committee/FOS Committee,  
attn. secretary, by mail [bestuursbeurzen@avans.nl](mailto:bestuursbeurzen@avans.nl)  
PO Box 90.116  
4800 RA BREDA

Date: [date]

Subject: [number of] application(s) for board membership grants from [name of student organisation]

Dear Committee members,

Attached please find the applications on behalf of the student organisation [name of student organisation] for [number] of its board members for a board membership grant for the academic year [academic year] submitted by the chair [name of the chair / applicant], as stipulated in the Regulation on Board membership grants.

We request a board membership grant for the following board members:

Board member 1: [first and last names], [executive role]  
Board member 2: [first and last names], [executive role]  
Board member 3: [first and last names], [executive role]  
Board member 4: [first and last names], [executive role]

[Fill in the reason why you are applying for a board membership grant in Appendix 1 for each board member]

The board membership grants [will be / will not be] proportionally distributed among the board members, in accordance with Article 12(2) of the Regulation on Board membership grants. [If not, state how the board membership grants will be distributed among the board members.]

I hereby declare that I have read the Regulation on Board membership grants and have familiarised myself with the rules included in it governing the award of board membership grants.

The following documents are attached as appendices:

- Board members details in support of the application for board membership grants (Appendix 1);
- A recent extract from the Chamber of Commerce;
- The latest version of the articles of association;
- A description of the aims and objectives of the board for the relevant academic year;
- An activities plan with budget.

Yours sincerely,

On behalf of [name of student organisation]

[signature]

[first and last names]

### **Appendix 1: Board members details in support of the application for board membership grants**

#### **Board member details** *(complete for each board member)*

##### **Board member 1 details**

1. First and last names:
2. Executive role:
3. Period of appointment: *(Note: you must be a board member as of 1 October at the latest)*
4. Email address(es):
5. IBAN (bank account):
6. Student ID number:
7. Study programme:
8. I hereby declare that
  - I have not and will not receive any other compensation for the period of my appointment to the board;
  - I have read the Regulation on Board membership grants and have familiarised myself with the rules included in it.

Signature:

Date:

Board member's signature:

**Board member 2 details**

1. First and last names:
2. Executive role:
3. Period of appointment: *(Note: you must be a board member as of 1 October at the latest)*
4. Email address(es):
5. IBAN (bank account):
6. Student ID number:
7. Study programme:
  
8. I hereby declare that
  - I have not and will not receive any other compensation for the period of my appointment to the board;
  - I have read the Regulation on Board membership grants and have familiarised myself with the rules included in it.

Signature:

Date:

Board member's signature:

**Board member 3 details**

1. First and last names:
2. Executive role:
3. Period of appointment: *(Note: you must be a board member as of 1 October at the latest)*
4. Email address(es):
5. IBAN (bank account):
6. Student ID number:
7. Study programme:
  
8. I hereby declare that
  - I have not and will not receive any other compensation for the period of my appointment to the board;
  - I have read the Regulation on Board membership grants and have familiarised myself with the rules included in it.

Signature:

Date:

Board member's signature:

**Board member 4 details**

1. First and last names:
2. Executive role:
3. Period of appointment: *(Note: you must be a board member as of 1 October at the latest)*

4. Email address(es):
5. IBAN (bank account):
6. Student ID number:
7. Study programme:
  
8. I hereby declare that
  - I have not and will not receive any other compensation for the period of my appointment to the board;
  - I have read the Regulation on Board membership grants and have familiarised myself with the rules included in it.

Signature:

Date:

Board member's signature:

## Appendix 2 Model application form for certificate

To: School Board .....

The undersigned requests a certificate for the board membership activities performed while enrolled in the programme .....

Personal details:

Name:

Initials:

Address:

Postcode:

Town/city:

Date of birth:

Place of birth:

Programme details:

School:

Study programme:

Graduated: Yes / No

Graduation date:

Details on the activities performed:

Activity:

Role:

Period:

Number of hours:

Signature

Date:

Signature of applicant:

## Appendix 3 Model certificate for board membership activities

The board of the programme .....

hereby declares that

*Name*

*Date of birth*

undertook the following board membership activities while enrolled in a study programme at Avans University of Applied Sciences:

- *Activity/activities*
- *Role*
- *Appointment period*

Breda/'s-Hertogenbosch/Tilburg/Roosendaal

*Date*

*Name*

*Signature*